

~~SECRET~~

12 April 1963

CONFIDENTIAL

COMPTROLLER INSTRUCTION NO. 95 - Revised

SUBJECT : General - Advances from Other U. S.
Government Agencies

Specific - Procedure for the Accounting
and Reporting of

RECISION : ✓ Comptroller Instruction No. 9 - Revised,
dated 9 March 1956

✓ Comptroller Instruction No. 95, dated
10 March 1961

(Asterisks indicate new or revised paragraphs)

* 1. PURPOSE

This revised Instruction amends the accounting and reporting procedures for advances received from other U. S. Government agencies for goods or services to be furnished to them to make more specific the detail in which the accounts are to be maintained and reports prepared.

* 2. GENERAL

Funds received as an advance from another agency must be maintained in the accounting records in a manner which will permit prompt and accurate reporting to the advancing agency on the status of the advance. The prescribed accounting treatment is to record any such advance as a liability to the advancing agency. When costs are incurred an amount equal thereto will be recorded as a reduction of the liability to the advancing agency. Total costs will represent expenditures of "G" account funds and indirect costs (e.g. value of property issues). Recovery of indirect costs will be recorded as reimbursements to the Agency's appropriation.

3. SCOPE

The responsibilities and procedures set forth below pertain only to working fund advances received from other Government agencies. All amounts received from other Government agencies

DOCUMENT NO. _____

NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

CLASS. CHANGED TO: TS S ²⁰¹² ☒

NEXT REVIEW DATE: _____

AUTH: HF 70-2

REVIEWER: _____

~~SECRET~~

GROUP 1

Excluded from automatic
downgrading and
declassification

~~SECRET~~

CONFIDENTIAL

as payments for goods or services perviously provided shall be recorded as a direct reimbursement to the applicable appropriation year accounts.

4. RESPONSIBILITIES

a. Fiscal Division

The Fiscal Division shall be responsible for:

- (1) Depositing the advances with the U. S. Treasury as received.
- * (2) Establishing appropriate subsidiary liability accounts by advancing agency appropriation symbol to reflect this Agency's liability for funds received. If funds are received from the same advancing agency appropriation symbol for more than one project or activity, a separate subsidiary record will be maintained for each such project or activity. A series of advances from the same appropriation symbol for the same project or activity will be recorded on a single subsidiary record.
- (3) Recording the reduction of this Agency's liability on the basis of quarterly reports of costs incurred.
- * (4) Rendering quarterly reports on the status of advances received from other agencies for each project or activity (by appropriation symbol if an advance is made from more than one appropriation account for a single project or activity) to the Assistant Comptroller and to the Budget Division.

b. Finance Division

The Finance Division shall be responsible following the end of each quarter for forwarding to the Fiscal Division a copy of the confidential funds allotment run and the property issue run for "G" account allotments.

c. Budget Division

The Budget Division shall be responsible for:

- * (1) Assigning allotment number(s) for each project or activity for which advances are received from other Government agencies.

- 2 -

CONFIDENTIAL

~~SECRET~~

~~SECRET~~

CONFIDENTIAL

- (2) Issuing allotment advices and, if appropriate, property requisitioning authorizations.
- (3) Determining and initiating appropriate adjustments of allotments and requisitioning authorizations for indirect costs incurred against the "G" accounts.
- * (4) Issuing written requests to the Fiscal Division to record "Estimated Receipts for Allotment," specifying the related "G" account allotment number, in those cases where property to be issued will require a sufficient amount of direct procurement to necessitate a concurrent increase in the procurement allotment for the Agency component concerned.
- * (5) Maintaining follow up action to assure cancellation of any excess of amounts established as "Estimated Receipts for Allotment" under the immediately preceding paragraph when indirect cost charges against the particular account are complete and have been recorded in the financial records.
- * (6) Submitting a report to the Bureau of the Budget following the end of each quarter on the status of advances received from other Government agencies.

d. Assistant Comptroller

The Assistant Comptroller shall be responsible for:

- * (1) Determining for each separate new project or activity for which advances are to be received, in collaboration with the appropriate officials concerned:
 - (a) The specific scope of actions to be taken on behalf of the other Agency for which obligations and expenditures will be charged to the advance.
 - (b) The total dollar amount of advances to be received for the project or activity.
- (2) Arranging for the receipt of advances from other agencies.
- * (3) Transmission of reports to other agencies on status of advances from them.
- (4) Arranging for the disposition of unobligated balances of advances.

CONFIDENTIAL

- 3 -

~~SECRET~~

S E C R E T

* 5. EFFECTIVE DATE

The amendments of procedures required by this revision are effective for advances received for projects or activities undertaken after 1 July 1962. The requirement (paragraph 4a(4)) for Fiscal Division preparation of quarterly reports on the status of advances received shall be applicable only to advances received for projects or activities undertaken after 1 July 1962.

6. PROCEDURE

a. Processing of Advances

(1) Assistant Comptroller shall:

- * (a) Upon receipt of advances from other U. S. Government agencies assign a basic account number to identify the Government agency making the advance, the appropriation from which the advance is made and the particular project or activity for which the advance is received.
- * (b) Transmit the check and appropriate supporting document to the Fiscal Division under cover of a memorandum containing:
 - 1 the amount of the advance,
 - 2 the appropriation number and title from which the funds were advanced,
 - 3 the basic account number assigned,
 - 4 and the cryptonym assigned for internal Agency use to identify the project or activity.
- (c) Forward a copy of the above memorandum to the Budget Division for its use in issuing necessary advices.

(2) Fiscal Division shall:

- * (a) Deposit advances received from the Assistant Comptroller, and record them in the accounts in accordance with the Chart and Description of Accounts, Fiscal Division.

S E C R E T

b. Allotment of Funds

(1) Budget Division shall:

- (a) Upon notice of receipt of advances issue any necessary "G" allotment advices.
- (b) Determine whether indirect costs will be incurred and issue the necessary "G" requisitioning authorities.

c. Obligations and Costs

Obligations and costs shall be recorded against the "G" accounts in the same manner as for regular Agency appropriation accounts.

d. Reporting and Accounting for Advances

(1) Fiscal Division shall:

- * (a) Following the end of each quarter, determine the total direct costs during the quarter chargeable to each vouchered fund allotment number relating to advances in account 318.
- * (b) Following the end of each quarter, upon receipt from the Finance Division of the confidential funds allotment and property issue runs for the "G" account allotments, determine the total direct and indirect costs during the quarter charged to each such allotment; effect entries, as prescribed by the Chart and Description of Accounts, Fiscal Division, to adjust the asset, liability and budgetary accounts for the combined cost activity for the quarter as recorded by the Fiscal and Finance Divisions. In effecting the reimbursement to the appropriation entries for indirect costs, appropriate recognition will be given to whether an "Estimated Receipts for Allotment" entry may have been recorded in anticipation of substantial property transactions.
- * (c) After quarterly entries have been recorded, prepare an original and four copies of a report in a format as described in Figure 1 for each agency for which advances are recorded in account 318. This report will reflect separate data for each advance

S E C R E T

for which a separate subsidiary record is maintained in account 318, grouped by appropriation number and title from which the advances were made. The project number will be the last four digits of the basic number as assigned by the Assistant Comptroller. The data reported for each advance will include the cumulative total advanced as of the date of the previous report, the date and amount of each advance deposited during the current quarter and the cumulative total advanced as of the end of the quarter. "Total Expenditures" shall represent cumulated direct and indirect costs as of the end of the quarter, "Unliquidated Obligations" shall represent the sum of unliquidated funds obligations and unfilled property requisitions.

- * (d) Forward original and one copy of the report described in Figure 1 to the Assistant Comptroller and forward one copy to the Budget Division for its use.

(e) Retain one copy in the Fiscal Division's files.

(2) Finance Division

Following the end of each quarter, forward to the Fiscal Division a copy of the confidential funds allotment run and the property issues run for the "G" account allotments (allotments identified with a "7" in the second position of the allotment number). The Finance Division will annotate the property issue run for each allotment based upon the Summary Obligation and Property Requisition Reports received for the allotment to reflect cumulative property requisitions and unfilled requisitions.

(3) Assistant Comptroller

- * (a) On the basis of reports of the status of advances from other agencies (Figure 1) received from the Fiscal Division prepare reports in an appropriate format and forward to the other agencies, as required.
- (b) Retain copies of the reports in the Assistant Comptroller's files.

~~SECRET~~

CONFIDENTIAL

e. Disposition of Unobligated Balances of Advances

- * (1) When it is determined by the Assistant Comptroller that the purpose for which the advance was received has been fulfilled and that no adjustments resulting in increased obligations will be incurred, appropriate disposition shall be made of the unobligated balance.
- * (2) When the disposition to be made of the unobligated balance is determined, the Assistant Comptroller shall prepare a memorandum to the Fiscal Division requesting that a check be drawn. The memorandum will include mailing instructions for the check; a copy of the memorandum shall be furnished to the Budget Division for its use in determining necessary allotment adjustments.


Deputy Comptroller

25X1A

CONFIDENTIAL

- 7 -

~~SECRET~~

Approved For Release 2000/08/04 : CIA-RDP78-05244A000300010002-2

~~SECRET~~

CONFIDENTIAL

STATUS OF ADVANCES FROM _____
Agency Name

AS OF _____

Appropriation Number and Title _____

<u>Project Number</u>	<u>Date of Advance</u>	<u>Amount Advanced</u>	<u>Total Expenditures</u>	<u>Unliquidated Obligations</u>	<u>Unobligated Balance of Advance</u>
---------------------------	----------------------------	----------------------------	-------------------------------	-------------------------------------	---

CONFIDENTIAL

Figure 1

~~SECRET~~

Approved For Release 2000/08/04 : CIA-RDP78-05244A000300010002-2